



SEASONAL STAFFING NEEDS 2012-2013



At various times, special needs arise that require temporary employment of qualified persons to perform essential tasks within established municipal departments. While limited hiring of this sort occurs year-round, the largest number of such hires occur in spring and summer months. Seasonal employment needs increase greatly within the Parks and Recreation Department as summer approaches. Applicants for so-called “warm weather” job opportunities become available on **December 5, 2012**. From the application pool that is developed thereafter, the hiring department conducts periodic reviews of qualifications, interview prospective candidates and fills staffing needs.

PARKS & RECREATION

GENERAL DESCRIPTION:

Program Activity Leaders – approximately 8 positions

Contact William Covington at 883-3469

- Sites – Morehead, Oakview, Allen Jay, Deep River and Southside Recreation Centers.
- Hourly wage starts at \$7.25 per hour, 40-hour work week.
- June - August
- Requires valid NC Drivers License, ability to drive 15-passenger van, some education or previous experience working with elementary school age students.
- TB test and driving test required.

Pool Manager – Washington Terrace Park – Contact Tim Spurgeon at 883-8599

- Hourly wage commensurate with experience.
- Must have Certified Pool Operators Certification and previous experience with pool management and programming experience.
- Must have current Red Cross Life Guard Certification, First Aid and CPR certifications prior to hiring.
- Duties include supervision of open swim operations; development of classes, swim teams and lease agreements; supervision of maintenance operations and lifeguards; keep records of attendance, revenue, chemical levels.
- Position available April – August.
- 40 hour work week including weekends and holidays.

Assistant Pool Manager – Washington Terrace Park – Contact Tim Spurgeon at 883-8599

- Hourly wage - \$12.00 per hour.
- Must be available weekends starting in early May.
- Requires Red Cross Lifeguard Certifications, previous pool management and programming experience preferred.
- Serves as Lifeguard as needed.
- Duties – assist pool manager in supervision of pool staff, swim and maintenance operations, swim lesson plans and maintain records of attendance and revenue.
- Supervises operations in absence of Pool Manager.

Cashier – Washington Terrace Park – Contact Tim Spurgeon at 883-8599

- Hourly wage - \$7.25, average 40-hour work week. Must be available weekends and holidays in addition to Monday-Friday.
- Duties include collection of fees for open swim and/or concessions, keeping accurate records of revenue and attendance and other duties as required.
- Position available late May – mid-August

Lifeguards – Washington Terrace Park – Contact Tim Spurgeon at 883-8599

- 7 positions
- Hourly wage - \$9.00, 40-hour work week including weekends and holidays.
- Position available late May - mid-August
- Must have current Red Cross Life Guard Certification, first aid and CPR certifications prior to hiring.
- Duties include monitoring pool patrons, pool maintenance, swim instruction and other duties as required.

Camp Ann – Contact Brian Coward at 883-3481

- Hiring director, assistant director, counselors, lifeguards/counselors and one-on-one counselors.
- Hourly wage - \$7.25
- Must be 18 years of age or older and have some college experience. Prefer individuals who have worked in a therapeutic camp setting with people of differing abilities.

SPECIAL FACILITIES

Golf Course Grillrooms/Beverage Cart (Oak Hollow & Blair Park)

Contact Steve High at 883-3260

- Must be 18 years of age or older and have a valid NC driver's license.
- Hourly wage - \$7.25, plus tips - 20 hour work week. Must be available weekends and holidays in addition to Monday-Friday.
- Duties include waiting on customers, light cooking, serving drinks, cleaning, running an on-course beverage cart and operation of cash register.
- This position has golf privileges.

Park Attendant – Oak Hollow Marina

Contact Brad Mendenhall 883-3494

- Must be 18 years of age or older.
- Hourly wage - \$7.25 per hour.
- Weekends and some late afternoons in April, May, September and October.
- Duties include waiting on customers, operation of cash register, custodial work, lake and bank patrol.
- Valid driver's license required.

Park Attendant – Oak Hollow & Marina Blair Park Golf Courses

Contact Greg Alspaugh 883-8530

- Must be 18 years of age or older.
- Hourly wage - \$7.25 per hour.
- Holidays, Weekdays & Weekends.
- Duties include regular maintenance of Golf Course.
- Valid driver's license required.

CITY LAKE PARK

Park Attendants

Contact Sue Congelosi at 883-3503

- Hourly wage - \$7.25 per hour.
- Weekends beginning the middle of April to May. (15 hour weekend)
- Weekdays and weekends (full weeks) June-August. (36-40 hour week)
- Weekends last of August to middle of October (15 hour weekend)

Park Attendant – duties include Park Maintenance/Boat Drivers/Marina Attendant

- Position requires applicant to be 16 years of age. Valid driver's license required.
- **Concession/Train Drivers/Merry-Go-Round Operators**
Position requires applicant to be 18 years of age or older, (Valid driver's license required)
- Pay is \$7.25 per hour

Pool Manager – City Lake Pool

- Hourly wage commensurate with experience.
- Must be available weekends starting in early May.
- Requirements – Red Cross Lifeguard Certifications, first aid and CPR certifications, previous pool management and programming experience preferred.
- Duties include supervision of open swim operations; supervision of maintenance operations and lifeguards, keep records of attendance, revenue, chemical levels.

Assistant Pool Manager – City Lake Pool

- Hourly wage - \$12.00 per hour.
- Must be available weekends starting in early May.
- Requirements – Red Cross Lifeguard Certifications, previous pool management and programming experience preferred.
- Duties – Assist pool manager in supervision of pool staff, swim and maintenance operations, and maintain records of attendance and revenue.

Lifeguards – City Lake Pool

- Hourly wage - \$9.00, average 40-hour work week. Must be available to work a rotating schedule.
- Must have current Red Cross Life Guard Certification, first aid and CPR certifications prior to hiring.
- Duties include monitoring pool patrons, operate the ticket/concession stand and assist with pool and bathroom maintenance.

Job applications can be downloaded and printed by visiting www.highpointnc.gov/pr/employment.cfm - click on the Application link. *You must put at the bottom of the application the job you are applying for and the contact person's name***.**